

Application for Inspection & Certification of Domestic Plant & Plant Products for Export
Instructions for Completing and Filing

To Be Completed By Exporter Or Exporters Official Representative:

Block 1. Name and Address of Exporter: Enter the complete name and mailing address of the exporter of record. Exporter's address must be in the United States or a U.S. territory or commonwealth, which includes American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands.

Block 2. Name and Address of Foreign Consignee: Enter the complete name and physical address of the ultimate consignee of record. The country listed in this block must be the same country as that listed in Block 9: Declared Point of Entry.

Block 3 Name and Address of Applicant (or Exporter's Agent): Enter the complete name, mailing address, and phone number of the applicant or the exporter's agent. Only U.S. addresses will be accepted. If this is the same as Block 1 state "same as Block 1".

Block 4. Place Where Articles Will Be Made Available for Inspection and/or Treatment and Certification: Enter the complete address where the shipment will be available for inspection and/or treatment.

Block 5. Approx. Date of Departure: Enter the expected date of departure from the United States.

Block 6. Port Of Departure: Enter the port the shipment will be exported from.

Block 7. Description of Articles to Be Certified

a. Quantity and Name of Produce and Botanical Name: Enter the quantity, common name and scientific name - if possible - for each commodity. It is the exporter's responsibility to enter the scientific name for all commodities. If you have a large number of species in the shipment you may simply state "see attached" and attached a detailed listing. Indicate the intended end use of the commodity, e.g. animal feed, consumption, processing, etc. Do not list sizes or serial numbers. Indicate total number, amount or weight. Examples: 1,500 pounds of Zea maize, 100 red oak logs, 172,000 pounds Navy Beans (Dry edible bean)

b. Number and Description of Packages: Enter the number and types of shipping containers. Size is not necessary. Examples: 1,000 cardboard flats, 50 wooden crates, 4 steel containers, 1,720 polypropylene bags, 16 bundles.

c. Distinguishing Marks: Enter the markings exactly as they appear on the containers, cartons, bags, bales, boxes, products, truck licenses, or railway cars. A Letter of Credit (LC) number may be included only when the packaging is clearly marked with the LC number. If there are no distinguishing marks, enter "NONE". It is not necessary to list all of the individual distinguishing marks on commodities which are shipped in a large container, such a serial numbers on logs shipped in a large container. Only list the marks on the container.

d. Certified Origin: Enter where the product was grown or cultivated by state, county, or other geographical or political subdivision as required by the destination country's regulations. Documentation supporting the origin of commodity may be required.

Block 8. **Declared Means Of Conveyance:** Enter the name of the airline or name of the vessel. If the means of conveyance is unknown, enter, as appropriate, "airfreight", "ocean vessel", "railroad", or "truck line". For rail or truck shipments to Canada or Mexico, enter the name of the railroad or truck line, if known. For mail shipments, enter "air mail", "surface mail", "express mail", or the carrier name.

Block 9. **Declared Point Of Entry:** Enter the point (s) of entry. Enter "unknown" if the specific point of entry is unknown.

Block 10. **Signature** (applicant or exporter's agent): By signing the application the applicant attests that " I certify that the origin (place where grown) of the articles listed is as represented."

Block 11. **Date:** Enter the date the application is signed.

Export Inspection Data: This section will be filled in by the MDA agricultural inspector.

Filing Instructions: Send one copy to the MDA Regional Office that serves the county where the commodity is located. Contact information is available on the MDA web site at http://www.michigan.gov/mda/1,1607,7-125-2961_6860_7306---,00.html

Copies may be e-mailed, faxed, or mailed. Exporters should send the applications well in advance of the actual shipping date.